

**To:** Stancil, Joanna -FS[joannastancil@fs.fed.us]  
**Cc:** Rogers, LisaM[Rogers.LisaM@epa.gov]; Minter, Marsha[Minter.Marsha@epa.gov]; Finley, Jeanine[finley.jeanine@epa.gov]  
**From:** Reed, Veda  
**Sent:** Tue 3/7/2017 8:15:39 PM  
**Subject:** RE: URGENT QUESTION are any meals provided at HBCU conference

Students will receive per diem for **breakfast, lunch and dinner** not covered by the conference.

I will need the travel ID form completed by Ms. Rice and the completed Travel Reservation form from both Ms. Jackson and Ms. Rice. As soon as I am clear when they will be arriving and leaving NOLA, I can send out the forms and information they need.

I have looked at the website, but I don't see an agenda. Marsha indicated that we will pay for lodging for only four days lodging. I assume this is for the nights of the 15<sup>th</sup> through the 18<sup>th</sup> and they will be departing on the 19<sup>th</sup>.

As soon as you get me this information, I can notify them.

Thanks Joanna.

Veda E. D. Reed, MBA, SEE | Hotline Support/Program Assistant

USEPA - Office of Enforcement and Compliance Assurance (OECA) | Office of Environmental Justice (OEJ)  
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**From:** Stancil, Joanna -FS [mailto:joannastancil@fs.fed.us]  
**Sent:** Tuesday, March 07, 2017 1:40 PM  
**To:** Reed, Veda <Reed.Veda@epa.gov>  
**Cc:** Edwards, Alyssa <edwards.alyssa@epa.gov>  
**Subject:** RE: URGENT QUESTION are any meals provided at HBCU conference

It sounds like you have what you need. So the students would receive per diem to cover their evening meal?

And other meals not covered by the conference.

Joanna



**Joanna Mounce Stancil**  
**Senior Advisor for State and**  
**Private Forestry**  
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**From:** Reed, Veda [mailto:Reed.Veda@epa.gov]

**Sent:** Tuesday, March 07, 2017 1:38 PM

**To:** Williams, Mary <mwilliams@dillard.edu>; Stancil, Joanna -FS <joannastancil@fs.fed.us>

**Subject:** RE: URGENT QUESTION are any meals provided at HBCU conference

Thank you ladies.

Veda E. D. Reed, MBA, SEE | Hotline Support/Program Assistant

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**From:** Williams, Mary [<mailto:mwilliams@dillard.edu>]

**Sent:** Tuesday, March 07, 2017 1:09 PM

**To:** Stancil, Joanna -FS <[joannastancil@fs.fed.us](mailto:joannastancil@fs.fed.us)>

**Cc:** Reed, Veda <[Reed.Veda@epa.gov](mailto:Reed.Veda@epa.gov)>

**Subject:** Re: URGENT QUESTION are any meals provided at HBCU conference

Lunch is being served Thursday, Friday, and Saturday. Breakfast is served on Sunday.

On Tue, Mar 7, 2017 at 12:06 PM, Stancil, Joanna -FS <[joannastancil@fs.fed.us](mailto:joannastancil@fs.fed.us)> wrote:

Hi

EPA is finalizing the travel for the two EMI students. Are any meals provided during the

conference? The federal government will only provide per diem for those meals not covered by the conference.

Please let us know ASAP and cc Veda Reed on your response.

Thanks Mary

Joanna



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Mary I. Williams, M.Ed.

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